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Pennsylvania State Board of Nurse Examiners

HANDBOOK

FOR

SCHOOLS OF NURSING

IN THE

Commonwealth of Pennsylvania

BULLETIN 634

1952

**Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION**

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Pennsylvania State Board
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COMMONWEALTH OF PENNSYLVANIA

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DEPARTMENT OF PUBLIC INSTRUCTION
HARRISBURG

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DEPARTMENT OF PUBLIC INSTRUCTION
HARRISBURG

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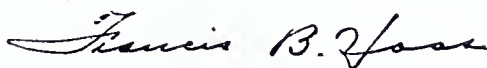
FOREWORD

In accordance with authority granted under statutory regulations of the Commonwealth, the State Board of Examiners for Registration of Nurses in the year 1929 published *A Handbook for Schools of Nursing in the Commonwealth of Pennsylvania*. Revised editions of the Handbook (Bulletin 634) were published in 1941 and in 1946.

Rapidly changing trends in nursing education influenced by changing world conditions, scientific advancement, and change in general education policies indicate a need for re-evaluation of the program in nursing education and adjustments to meet new and insistent demands. To meet this need the State Board of Nurse Examiners has made this revision of Bulletin 634.

The standards set forth are minimum and will be of interest to all those concerned with nursing education. It is hoped that schools of nursing in Pennsylvania will be impelled to develop their programs beyond these minimal standards in order that the nurse may be equipped more adequately upon completion of her course to meet her professional responsibilities.

The Board is available wherever needed for consultation on school programs. It invites the cooperation of schools of nursing in the maintenance of high standards.

A handwritten signature in cursive script, reading "Francis B. Yoss".

Superintendent of Public Instruction.

March 1952



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SCHOOLS OF NURSING IN THE COMMONWEALTH OF PENNSYLVANIA

The licensing of nurses in the Commonwealth of Pennsylvania, first authorized by Act of Assembly in 1909, has had important and substantial results. Uniform methods of teaching, which embrace the equally important factors of theory and practice, together with opportunities for extended bedside experience, not only have been recognized as essential in the education of all nurses desiring licensure, but also have been generally subscribed to by all reputable schools of nursing.

STATE BOARD OF NURSE EXAMINERS

According to the provisions of the Administrative Code (Act of April 9, 1929, P. L. 177 as last amended by Act No. 70 approved May 22, 1951) the State Board of Nurse Examiners is an administrative board in the Department of Public Instruction. According to the provisions of the Act of General Assembly as amended and approved June 1923, May 1927, May 1933, May 1937, April 1945, May 1951, the following are among its powers and duties:

- Licensing of registered nurses (by examination and by endorsement)
- Registration of licensed attendants (by examination)
- Approving and classifying schools of nursing
- Preparing and making available curriculum and other required standards
- Recommendations for approved schools of nursing
- Revoking licenses for cause
- Renewing licenses annually

APPROVAL OF SCHOOLS

Schools of nursing in Pennsylvania are approved for the following reasons:

1. To guide prospective students in the selection of a school which offers adequate facilities for a basic education in nursing
2. To insure graduates of such schools of their eligibility for admission to examination for licensure as Registered Nurse
3. To qualify the nurse for licensure in other states by endorsement
4. To provide safe nursing care through adequate preparation of the student
5. To stimulate improvement in nursing education

The State Board of Nurse Examiners will place on its annual list of approved schools of nursing all schools which adopt and put into practice regulations and standards which the Board considers basic in a sound system of nursing education. Approval of schools is granted for a period of one year.

Removal of Schools From the Approved List

A school may be removed from the approved list at any time it gives evidence of not being able to meet minimal standards. Every effort will be made to provide an opportunity for the school to appear before the Board for a hearing before removal takes place.

Centralized Teaching Programs

To conserve instructional personnel and relieve congestion in housing, an agreement may be consummated with a recognized college for the teaching of the basic sciences, two or more schools combining for this course in one college; all such plans to be approved by the Board before any school enters into such an agreement.

PROCEDURE FOR THE ESTABLISHMENT OF A NEW SCHOOL OF NURSING

Any institution desiring to establish or conduct an approved school of nursing must make written request to the State Board of Nurse Examiners and submit a clearly defined statement of its objectives. Upon receipt of such request the Board will forward a form requesting pertinent information regarding the institution. Such report when received in complete form will be carefully studied by the Board; consideration being given to the size and type of institution, the daily average number of patients, the adequacy of the clinical facilities for a teaching program, and the qualifications of the staff and faculty members. If in the judgment of the Board the information submitted warrants further consideration, plans for a survey by one or more Board representatives will be made looking toward the establishment of a school.

Standards for Hospitals Maintaining Schools of Nursing

As the type of teaching in a school of nursing depends to a great extent upon the hospital with which it is incorporated, the ideals and work of the student are shaped largely on what she sees done daily in the hospital wards. She is unconsciously influenced by the environment and personnel; therefore, a hospital conducting a school of nursing must be one of high standards, ethically and scientifically.

In order to be approved, new schools shall be connected with hospitals having a daily case average of not less than *one hundred* patients exclusive of newborn and showing a daily case average of not less than thirty medical, thirty surgical, twenty obstetrical, and fifteen pediatric patients, at least half of which shall be medical. These hospitals shall be accredited by the American College of Surgeons, registered by the American Medical Association, and/or other accrediting agencies. General hospitals which in the opinion of the Board do not provide a sufficient amount of experience in a given service will be required to supplement such experience by affiliations as approved by the Board.

A school of nursing conducted in a hospital where there are courses offered for attendants (practical nurses) must conduct the school of nursing program separate and apart from the other programs offered. A school for attendants (practical nurses) may not be set up in an institution conducting a school for professional nurses unless the institution provides for segregation of units in which attendants may secure their preparation and to which student nurses are not simultaneously assigned. Wherever such curriculums are set up in the same institution, provision for adequate experience fields for each group shall be provided. These programs shall be submitted to the State Board before implementation.

Importance of a School of Nursing Committee

Directors of schools of nursing are advised to recommend the appointment of a committee interested in the problems of the school. Great care should be exercised in the selection of its members. A good working committee may consist of from five to seven members and include a representative from the Hospital Governing Board, the Medical Staff, the School of Nursing Alumnae, the Hospital Administrative Group, the Field of General Education, the Public Health Groups of the community, or from other community-minded groups. The function of this committee will be to act in an advisory capacity to the director of the school of nursing in professional and educational matters.

The administration of the affairs of the school of nursing is the responsibility of the Director of Nursing who is responsible to the director of the hospital for the nursing program in all its details. The Director of Nursing must have authority commensurate with her responsibilities.

Budget

A separate budget for the school of nursing is recommended to insure the successful operation of the school as an educational institution. It is further recommended that an opportunity be given the faculty to participate in its planning.

STANDARDS OF ADMISSION

The selection of students for a school of nursing is the responsibility of the individual school, and the standards set by each school should be such that its objectives can be met.

Education: The minimum legal requirement for licensure as a professional nurse in Pennsylvania is "completion of work equal to a standard high school course as evaluated by the Department of Public Instruction." Upon this, all approved schools of nursing base their entrance requirements.

Each applicant shall submit to the Director of Nursing of the school a "Certified Record of Secondary School Work" upon Form PIPP-3, provided for this purpose by the Department of Public Instruction. This record shall be forwarded to the Director of the Secondary Education Evaluation Division, Department of Public Instruction, Room 217, Education Building, Harrisburg, for evaluation and issuance of a memorandum of credit. A memorandum showing completion of sixteen Carnegie units is required for admission to an approved school. An applicant unable to secure the required memorandum may be permitted to take qualifying examinations under the Secondary Education Evaluation Division to secure equivalent credit. The applicant upon the receipt of the memorandum of credit shall request a Certificate of Preliminary Education for which a fee of two dollars is required. The official number appearing upon this certificate shall be recorded upon the applicant's permanent record form in the school, and appear upon the application for admission to examination for licensure as a licensed registered nurse.

An applicant who has successfully completed college work may be granted a maximum of three months' credit in her nursing program for each year of college work successfully completed. The granting of such credit will depend upon the content of the college course as it relates to the nursing program and the policies established in the nursing school regarding such procedure. Any credit which may be granted for completion of college work must be determined prior to the entrance of the student into the school in order that her nursing program may be planned accordingly. All such applicants shall submit with their applications for admission to examination for licensure, official transcripts of their college records for which credit was granted by the school of nursing.

Prenursing Test: In order to determine the qualifications of the applicant and to assist in the selection of students with an aptitude for professional nursing, the Board requires that the tests be administered by a psychometrist.

Health: It is required that the applicant be in good health as certified by a physician, an oculist, and a dentist. A complete physical

examination by the school of nursing physician shall be given before admission to the school; such examination to include an X-ray of the chest and appropriate laboratory examinations. The applicant is required to present a certificate of recent vaccination and of immunizations.

Age: While a legal requirement for admission to examination is twenty years of age or over, making the minimum age for admission to a school of nursing seventeen years, the Board strongly recommends that consideration be given to the young woman of greater maturity who is better able to accept the responsibilities of the profession.

Transfer of Students

Schools of nursing wishing to admit a student who has withdrawn from another school must submit to the Board on the form provided, the proposed plan of program adjustment. Regardless of the time spent in the former school, the student must spend a minimum of one year in the school which plans to grant the diploma. No time credit may be allowed for courses not completed in the former school or for less than the successful completion of one year's study in the former school.

THE ADMINISTRATION OF THE PROGRAM OF THE SCHOOL OF NURSING

FACULTY

The term faculty as herein used includes those licensed registered nurses who devote the major portion of their time to administration, teaching, or supervision of students. The faculty should be so organized that each member has some part in the work of the school, including the shaping of educational policies and the planning of the school curriculum. Regular meetings should be held within "on-duty hours" with minutes of meetings kept and committee work encouraged.

The effectiveness in carrying out the curriculum cannot extend beyond the ability and preparation of those who direct, teach, or supervise the students—regardless of all other conditions in the institutions.

Staff Personnel

The following minimum faculty is essential in any school:

Director of Nursing	Head Nurses—day, evening, night
Assistant Director of Nursing	Dietitian (who meets the re- quirements for member- ship in the American Dietetic Association)
Nursing Arts Instructor	
Science Instructor	
Clinical Instructor	
Supervisors—day, evening, night	

The Director of the School is the administrative head of the school.

The Assistant Director assists the Director in the administration of the school.

The Nursing Arts Instructor is primarily responsible for the teaching of the principles of nursing.

The Science Instructor teaches the basic biological and physical sciences.

The Clinical Instructor is responsible for the instruction on a nursing service in one or more clinical departments.

A *Supervisor* is responsible for the administration of a nursing service in one or more clinical departments.

A *Head Nurse* is responsible for the administration of a nursing service in a unit within a department.

A *Dietitian* is responsible for the administration of the Dietary Department, including the education of the student in the area of nutrition.

Complete qualification records of faculty members including an official transcript of the professional and academic preparation must be required by the school and submitted to the Board for review and approval, preferably before appointment.

Secretarial Assistance

It is required that a secretarial staff be provided for the Director in order that the faculty of the school may be relieved of the duties of record-keeping and other secretarial work.

Requirements:

- a. For appointment to the position of Director of the School:
 1. Licensure in Pennsylvania
 2. Professional and academic preparation equal to at least that represented by a Bachelor's Degree in Nursing Education granted by a college or university offering an approved program of study in nursing education.
 3. Experience in educational and administrative work in a school of nursing.
- b. For appointment to the position of Assistant Director:
 1. Licensure in Pennsylvania
 2. Professional and academic preparation equal to at least that represented by a Bachelor's Degree in Nursing Education granted by a college or university offering an approved program of study in nursing education.
 3. Experience commensurate with the responsibilities in educational and administrative work in a school of nursing.

- c. For appointment to the position of Instructor:
 - 1. Licensure in Pennsylvania
 - 2. Professional and academic preparation equal to at least that represented by a Bachelor's Degree in Nursing Education granted by a college or university offering an approved program of study in nursing education with a major in her specific field.

Recommendations:

- a. For appointment to the position of Supervisor:
 - 1. Licensure in Pennsylvania
 - 2. Professional and academic preparation equal to that represented by a Bachelor's Degree in Nursing Education granted by a college or university offering an approved program of study in nursing education.
 - 3. A minimum of one year's experience as a nurse in a hospital conducting an approved school of nursing. This experience should include orientation in both educational and administrative work.
 - 4. Advanced preparation for the special field secured through postgraduate courses, college work, etc.
- b. For appointment to the position of Head Nurse:
 - 1. Licensure in Pennsylvania
 - 2. A minimum of six months' experience as a staff nurse in a hospital ward under supervision.
 - 3. Advanced preparation for the special field secured through postgraduate courses, college work, etc.
- c. For any faculty member (Director, Assistant Director, Instructor, Supervisor, Head Nurse) who is at present holding a position but who does not meet requirements as outlined above.

Continued professional and academic preparation. It is recommended that a minimum of four semester hours of credit in a college or university be taken during each year.

ESSENTIALS IN THE ADMINISTRATION OF THE CURRICULUM

Attention is called to the differentiation in hours between the Pennsylvania minimum requirements and the hours recommended in the National League Curriculum Guide. These differences are the result of the elimination of some recommended units and the integration of their material in other units. For example, Introduction to Medical Science and Allergy units have been integrated with suitable units in Medical-Surgical Nursing. The Board recommends the use of the National League of Nursing Education Curriculum Guide as an aid in curriculum planning.

Curriculum planning in individual schools may differ in order to

meet the school's objectives. Whenever the school finds it necessary to depart from the proposed pattern, the recommended changes shall be presented to the Board for its information and approval. The Professional Nursing Law provides for a minimum two-year program; however, hospital schools of nursing have uniformly adopted a course to cover a three-year period.

Minimum Curriculum Requirements

It should be recognized that the following requirements are the minimum for the Commonwealth of Pennsylvania. Each school should avail itself of every opportunity to increase its instructional hours.

The Preclinical Course

Since the preclinical period is an integral part of the whole theoretical program, it must be completed in the first semester of the first year. It will be necessary to repeat this course for each group admitted, bearing in mind that where students are admitted more frequently than once yearly it will be necessary to *repeat not only the pre-clinical program, but the work of the second semester as well, in order to correlate properly theory and practice, and to complete all first-year subjects before entering upon the second year.*

	Required Minimum (Hours)	Placement—Year
Anatomy and Physiology	90	First
Chemistry	45	First
Microbiology	45	First
Psychology	15	First
Sociology and Social Problems	30	First, Second
History of Nursing	15	First, Third
Professional Adjustments I	15	First
Professional Adjustments II	15	Third
(Professional Adjustments II and History of Nursing may be combined into one course for a total of	30	
Drug Therapy	30	First
Principles of Nursing (to include Introduction to Nursing Arts, First Aid, Personal Hygiene, Bandaging, Elementary Materia Medica, and Massage)	120	First
Nutrition (to include minimum of 20 hours lecture and 10 hours laboratory)	30	First
Diet Therapy	30	First
Medical, Surgical Nursing		
Respiratory System	30	First, Second
Circulatory System	30	First, Second
Gastro-Intestinal System	30	First, Second
Urinary and Reproductive System	24	First, Second

	Required Minimum (Hours)	Placement—Year
Tegumentary System	15	First, Second
(Allergy—Integrated with other units)		
Endocrine System	15	First, Second
Nervous System	15	First, Second
Musculo-Skeletal System	24	First, Second
Eye and Ear	12	First, Second, Third
Operative Aseptic Technique	15	First, Second
Communicable Diseases (to include Tuberculosis and Venereology)	45	First, Second, Third
Obstetrics	45	Second, Third
Nursing of Children	45	Second, Third
Psychiatric Nursing	45	Second, Third

Provision should be made for study hours in the planning of the over-all curriculum. It is recommended that time during the day be set aside for study.

Community aspects of Disease Control, Pathology, Diagnostic and Therapeutic Procedures must be integrated in related courses throughout the curriculum. Evidence of this integration must be available in course outlines.

One-third of the total hours required in clinical subjects may be taught in ward classes provided evidence is presented to show that:

- There are adequate clinical facilities and that the teaching program is carried out for each student in the same way.
- There is a well-organized ward-teaching program and that course outlines are available in this area.
- Additional clinical instruction is given as the opportunity arises.

A single over-all grade may be given for medical, surgical nursing.

Instruction in the basic areas may be strengthened by carefully selected lecturers. Whenever possible the lecturers should be employed on a salary basis to insure continuity of teaching and to express appreciation of their contribution.

CLINICAL EXPERIENCE

An approved school of nursing is required to provide adequate nursing experience in four basic services. These include medical, surgical, pediatric, and obstetric services. General hospitals which in the opinion of the Board do not provide a sufficient amount of experience in a given service will be required to supplement such experience by affiliation as approved by the Board. On and after January 1, 1953 experience in Psychiatric Nursing will be required in all approved schools in addition to the four basic services noted. Adequacy of the clinical experience is based upon (1) daily average patient census, (2) variety of disease conditions, (3) number of student and graduate nurses assigned for each twenty-four hour period.

Schools of nursing connected with special hospitals must provide clinical experience for a period of one year in a hospital or hospitals offering the required opportunities for its students; the plan for such programs to be submitted to the Board for approval before implementation.

<i>Division</i>	<i>Required Two-Year Program</i>
Preclinical	112 days
Medical	120 days
Surgical	120 days
Operating Room	42 days
Pediatrics	84 days
Obstetrics	84 days
Diet Kitchen	28 days
Vacation	56 days
Psychiatry	84 days (For students admitted to school after Jan. 1, 1953)
Electives	as available
Total	730 days

If a three-year program is offered by the school, the following minimum requirements must be met:

<i>Division</i>	<i>Recommended Three-Year Program</i>
Preclinical	160 days
Medical	120 days
Surgical	140 days
Operating Room	42 days
Pediatrics	84 days
Obstetrics	84 days
Diet Kitchen	28 days
Vacation	84 days
Psychiatry	84 days
Electives	as available to total
Total	1,095 days

Content of Clinical Experience

Care of Medical Patients: This active service including both men and women requires a minimum experience in all those medical diseases listed as essential in the "Master List of Disease Conditions" in the Curriculum Guide. If the service is not segregated, a more meticulous supervision of case records will be needed showing the number of days assigned to the care of medical patients.

Care of Surgical Patients: This active service, among both men and women patients, includes gynecologic, urologic, orthopedic, and eye, ear, nose, and throat. In addition, this service shall provide a minimum experience in all those surgical conditions listed as essential in the "Master List of Disease Conditions" in the Curriculum Guide. If the service is not segregated, a more meticulous supervision of case records will be needed indicating the number of days assigned to the care of surgical patients.

Care of Infants and Children: This experience includes the care of infants and children through adolescence in accordance with the recommendations of the American Academy of Pediatrics. It must be provided in a segregated unit in which a minimum daily average of fifteen patients exclusive of T. and A. is maintained. At least half of these cases shall be medical under the care of a pediatrician. Facilities must be provided for the segregation of adolescents according to sex. This assignment must include seven days' experience in the milk room in the preparation of special formulae and infants' diets under the adequate supervision of either the dietitian or nurse supervisor, with an opportunity to observe and study the infant for whom the formula is prepared. Whenever possible, an opportunity should be given for observation of the normal child, such as may be found in nursery schools and in children's and well-baby clinics in hospitals.

Care of Obstetrical Patients: The obstetrical experience must be provided in a segregated unit which includes delivery room, nursery, ward or wards, and such necessary utilities as bath and toilet rooms. Where private room experience is provided, it is advisable that such rooms be an integral part of the unit. Minimum experience in this assignment must include active participation at ten deliveries. Such experience includes the following:

- a. Preparation of delivery room
- b. Care of patient during labor, delivery, and after delivery
- c. Care of newborn

Fourteen days in the care of the newborn—the minimum being the total care of ten babies; twenty-eight days postpartum care; and in addition wherever possible, attendance at prenatal and postnatal clinics. It is advisable that experience in the obstetrical department shall not be given prior to the student's required experience in the operating room. It is required that it shall not be given until the student has either completed the theoretical instruction in obstetrics or at a time when the experience could be concurrent with the theory. Additional time spent in the obstetrical department must be considered as an elective service and be governed by regulations for electives. Students assigned to the delivery room must not be recalled for night deliveries.

Diet Kitchen: This experience must be provided under the direct supervision of a qualified dietitian who meets the requirements for membership in the American Dietetic Association and who shall be responsible for the theoretical instruction in this course. It shall include actual preparation of various types of therapeutic diets with an opportunity to observe the patient for whom the food was prepared. Each student must be given experience in the preparation of an average of at least three distinct types of therapeutic diets daily. Calculation of food values is required.

Operating Room Experience: This experience must include a period of forty-two days. During this time the student shall have opportunity to assist with twenty surgical operations. Assisting with operations shall include:

- a. Setting up operating room for surgery, including sterile tables
- b. Scrubbing for ten operations

Additional time spent in the operating room must be considered as an elective service and be governed by regulations for electives. The main objectives of the operating room experience are to provide opportunity for a better understanding of and practice in aseptic techniques and teamwork. Students assigned to duty in the operating room must not be called to assist with night operations. Assignment of students to the operating room should be preceded by, or concurrent with, theoretical instruction in this subject.

Outpatient Department: This department, when well organized and supervised, presents an opportunity for teaching as a means of supplementing ward experience. It is a valuable field for the teaching of preventive medicine only when there is adequate medical and surgical supervision. This experience should be correlated with the service in the department to which the student is assigned, or she may be assigned for a definite period and rotate through the various clinics.

Standards Governing Clinical Experience

In order that a student may profit by the course of instruction which the school offers, it is essential that the hours of clinical practice be such as to allow necessary time for rest, recreation, and study.

- a. It is recommended that hours of clinical practice be comparable to those of the graduate staff and must not exceed forty-four hours weekly. This includes class hours and applies to day, evening, and night duty. Evening and night duty must be given only after the completion of the first nine months of the course—not to exceed eight weeks of night duty and twelve weeks of evening duty in any one year.
- b. A student nurse must not be assigned to office work, to the switchboard or to the duties which belong to the domestic group such as washing of soiled linens, dishwashing, or preparation of nurses' meals either day or night. X-ray, pharmacy, anesthesia, and laboratory experience shall not be considered a part of the basic nursing course.
- c. The Board does not approve the assignment of students to "special duty" nursing.
- d. Students must complete the prescribed program of the school of nursing and may not be retained in the school beyond the stated time for disciplinary measures or for repetition of courses unless special permission is given by the Board.

- e. Students must not be assigned for clinical experience in isolation departments before they have had theoretical instruction in medical asepsis and have been satisfactorily immunized. Such department shall be a segregated, well-organized unit under competent supervision where the hours of practice conform to those in the general nursing divisions.

Affiliations

Students may not be sent on affiliation before the completion of their first year program.

Affiliations shall be secured with the approval of the State Board of Nurse Examiners to supplement clinical experience which does not adequately meet the needs of the school. When such affiliations have been consummated, three copies of the agreement of affiliation shall be drawn up by the cooperating schools and one copy submitted to the Board to be filed.

Theoretical instruction must be provided in the clinical area covered by the affiliation and given during the period of affiliation.

The school is urged to secure for the student, experience in the care of eye, ear, nose and throat, skin diseases, and other specialties.

It is strongly advised that affiliation in Communicable Disease Nursing be secured.

As of January 1, 1953, an experience in Psychiatric Nursing will be required for all students admitted to schools of nursing.

HEALTH PROGRAM

The health program begins before the student is admitted to the school and should be continued throughout the period of her residence in the school.

Health Clinic: It is recommended that a clinic especially for students be held daily, so that they may feel free to ask for treatment and advice. It is also recommended that this clinic be under the direction of a physician and supervised by a licensed registered nurse. A yearly physical examination, X-ray of the chest, laboratory tests, and other selected procedures must be requirements of the regular planned program.

Because tuberculosis is an occupational hazard, an X-ray of the chest is recommended every six months. At least one chest X-ray is required annually.

Recreation: Provision shall be made for wholesome social life in the residence and for the introduction of nonprofessional interests which the student nurse particularly needs. It is recommended that the school employ a social director to assist in planning a suitable program of social activities.

Sick Leave: In case of illness an average of seven days per year or a total of twenty-one days' sick-leave during the three-year period may be granted.

Vacation: Vacation of not less than eighty-four days during the three-year program is required, preferably on the basis of four weeks annually.

Rest: Provision of eight hours of unbroken rest in each twenty-four hours is required for students on all tours of duty.

SCHOOLS FOR MEN NURSES

The requirements for conducting schools of nursing for men are identical with those of all approved schools of nursing in Pennsylvania with the following exceptions: Courses in obstetrics and gynecology are to be limited to the classroom, and pediatric clinical practice is to be limited to the care of male patients in a segregated unit, selected pediatric female patients, and infants. Clinical experience in obstetrics and gynecology is to be replaced by a minimum of eighty-four days in the care of patients with genito-urinary conditions. This experience must include bedside care of not less than a daily average of five patients.

If the hospital does not provide sufficient experience in the care of patients with diseases of the genito-urinary tract, affiliation is essential.

FACILITIES FOR SCHOOLS OF NURSING

HOUSING FACILITIES

The health and education of a student are affected by her environment, and it is essential that proper housing be provided.

A building should be built or remodeled for a nurses' residence. Housing of students in any part of the hospital is not approved. Individual sleeping rooms at least 8½' x 12' x 8' are recommended. Where rooms are sufficiently large, two may occupy the same room provided individual equipment is supplied which must include single bed, bedding, bureau, straight chair, writing desk, lounge chair, book shelf, rug, adequate lighting (including overhead and desk light), and closet space not less than 3' x 4'. Double-decked beds can not be approved. Corridors in the residence may not be less than 5' in width.

Ward Equipment

It is required that ward and service rooms be properly located and equipped for the nursing care of patients. These rooms must be large enough to provide adequate working space and have facilities for uniform placement of equipment, including both utensil and bed pan sterilizers in working order. In order to provide safe nursing care it is essential that individual equipment be provided for each patient; such equipment to include a drinking glass, basin, soap dish and soap, mouth wash cup, emesis basin, towels, washcloths, and bath blankets. These should preferably be kept at the patient's bedside in a cabinet provided for this purpose.

Supervision

In order that classroom instruction may be properly carried out, it is necessary to provide supervision by qualified licensed registered nurses. The Board will not accept supervision provided by the student nurse as adequate. The Board only accepts licensed registered nurses as supervisors, and head nurses in the approximate ratio of one to twenty-five patients as adequate supervision. At no time shall a student nurse be assigned to any unit of the hospital without adequate supervision by a licensed registered nurse. If it is found necessary for the service to be without the supervision of a licensed registered nurse, the student shall be withdrawn from that service for such period of time.

Bathing and toilet facilities must provide a ratio of toilets to population of 1—5; a ratio of lavatories to population of 1—3; a ratio of bathing facilities to population of 1—6. Congregate bath and toilet facilities are desirable. Showers, bath tubs, and toilets must be partitioned so as to provide essential privacy. For hygienic reasons hand-washing facilities should be placed in the unit which provides the toilets.

The following physical facilities are recognized as essential: reception room, recreation room, library, lounges, kitchenette, sewing room, laundry, and guest room.

The Director and faculty members who are in residence must be provided with suitable living quarters.

Night nurses must have quiet rooms in which to sleep, and in student residences where double rooms are used it is advisable that separate sleeping quarters be provided for night nurses. Day and night nurses must not be permitted to share the same room. Eight hours of unbroken rest in each twenty-four must be provided for student nurses on all tours of duty.

Dining room facilities: Adequate dining room accommodations must be provided preferably in the students' residence and not be located in a basement. Such room or rooms shall be well lighted, ventilated, and attractively furnished. A well-balanced and attractive diet must be planned by a competent person, preferably a dietitian.

TEACHING FACILITIES

The Board will accept as a minimum for efficient teaching in all schools:

1. A General Class and Lecture Room
2. Nursing Arts Laboratory
3. Science Laboratory
4. Dietetic Laboratory
5. Reference Library

It is recommended that a room be provided in the hospital units for Ward Clinical Teaching.

Teaching Rooms

Must have ample blackboard space, adequate equipment for their special purposes, and good lighting and ventilation. The Board can not approve a basement location for a teaching unit.

Reference Library

A good reference library is absolutely essential to satisfactory teaching. The library must be properly heated and lighted, and equipped with chair and table space for each five persons using it. Recent reference books and current periodicals must be provided for each course in the curriculum. The library shall be accessible between the hours of 8:00 A.M. and 10:00 P.M. A full-time librarian is recommended.

The Board requests that all architect's plans for new nurses' residences and teaching facilities be submitted to it for review.

EXAMINATIONS

The Pennsylvania State Board of Nurse Examiners conducts examinations at least once yearly. The examination includes separate examinations in the following subjects: medical nursing, surgical nursing, obstetrical nursing, pediatric nursing, communicable disease nursing, and psychiatric nursing in which are integrated the basic sciences. Pennsylvania is a participant in the National League of Nursing Education Test Pool examinations.

Passing Grade: Candidates for licensure must obtain a minimum passing grade of seventy per cent in each subject.

Failures: Any grade below seventy per cent is regarded as a failure and the candidate will be required to write a re-examination in the subject or subjects failed in order to qualify for licensure.

A Board policy permits a candidate who has failed in her original examination to be admitted to two additional examinations on her original application and fee.

Before a candidate may be admitted to a fourth examination, she will be required to submit evidence showing she has repeated under qualified instructors the courses in which she failed. The Board recommends that whenever possible such preparation be secured in an approved school of nursing. In the event this is not possible, the Board will accept a record of instruction completed under private tutelage. Qualifications of such tutor shall be submitted for the Board's approval before beginning the course of instruction.

Any applicant failing to satisfactorily complete her examination for license as Licensed Registered Nurse within a five-year period following receipt of initial notification of her failure shall have her application removed from the active files of the Board and be required (in order to qualify for readmission to examination for licensure) to file a new application with the required fee and satisfy minimum curriculum requirements then in effect.

RECORDS

The importance of a good system of records can not be over-emphasized; they shall begin with the application filed by the applicant for admission to the school and serve as a continuous record of her program. Moreover, the continued approval of the school is dependent upon securing definite information from accurate, up to date records which are available for inspection. It is therefore required that such records be kept in a locked, fire-resistant, filing cabinet. The records must state the student's efficiency in practical work, attendance and rating in classes, demonstration and lectures, deportment, the length of assignment to each department (day, evening, or night), absence from duty, sickness, and vacation. The required minimum forms set up by the State Board or those recommended by the National League of Nursing Education must be used.

In the event the school is discontinued it remains the responsibility of the individual institution to safeguard and transcribe such records as may be needed.

Signatures: The signature of the instructor is required on all reports of class work for which she is responsible. The signature of the Director of Nursing and the Educational Director must appear on the Permanent Record Form in the place provided for these signatures.

Diploma Date: The date appearing upon the school diploma should be the date upon which the student completes the prescribed course in the school and not the date of her formal graduation.

ADMISSION OF CLASSES

In the interests of both student and teacher, the time of admitting classes should be kept as nearly as possible to once yearly; the number of applicants admitted to a class to be not less than ten students.

It is recommended that an average of three and one-half to four hours of bedside nursing care per patient per day be used as a criterion for determining the adequacy of clinical facilities and as a guide to the number of students enrolled in the school.

INTERRUPTED PROGRAMS

The Director of the school is required to send to the State Board office, on the card provided for this purpose, the name of each student whose program has been interrupted as soon as such situation occurs. She shall also be required to notify the Board of the suspension of a student when such suspension covers a period of three or more months.

ALLOWANCES, TUITION FEES, AND SCHOLARSHIPS

The payment of stipends to students by the school is discouraged. The custom of charging the student a fee to partially defray the expenses of the program is a sound one, and its adoption should be seriously considered. Scholarships may be offered to well-qualified candidates who are desirous of securing a nursing education but who are financially unable to do so.

SCHOOL ANNOUNCEMENTS

It is recommended that every approved school of nursing publish a school announcement and revise it frequently to provide all interested applicants with a knowledge of the program and opportunities offered.

CLASS CALENDAR

It is essential in order to facilitate the plan of instruction herein outlined that a definite schedule including date, hour, and subject to be covered be completed before the opening of each school year.

THE MINIMUM PROGRAM REQUIRED FOR ATTENDANTS

The licensure of attendants in the Commonwealth of Pennsylvania was first authorized by Act of General Assembly in the year 1919.

A licensed attendant is a person trained to care for the subacute, convalescent, and chronic patients requiring nursing service at home or in institutions, who works under the direction of a licensed physician or a licensed registered nurse, and who is prepared to give household assistance when necessary.

The length of the course for attendants, regulated by law, is twelve months. This course parallels the program offered the practical nurse in other states.

STANDARDS OF ADMISSION TO APPROVED SCHOOLS

Education: A minimum of at least one year of high school or its equivalent is recommended.

Age: Eighteen to forty-five years.

Legal Status: United States citizenship.

Health: It is required that the applicant be in good health as certified by a physician, an oculist, and a dentist, and essential that upon admission, the student submit evidence of a complete physical examination including X-ray of the chest, a test for syphilis, successful vaccination against smallpox, and immunization against diphtheria and typhoid fever.

FACULTY

An acceptable faculty consisting of a principal or director and instructors sufficient to provide a satisfactory faculty-student ratio is required. (For supervised practice in Nursing Arts, an average of one instructor for every twenty-five students enrolled.) The director and instructors must be licensed registered nurses in Pennsylvania and be qualified by special preparation for teaching as represented by at least a bachelor's degree in nursing education and successful teaching experience. It is desirable that they shall have had public health nursing experience.

Classes in food and home management should be conducted by a home economist who is a graduate of a four-year course in an accredited school in home economics and who has had experience in home problems.

CURRICULUM

Theory: The State Board of Nurse Examiners requires the following minimum basic courses in approved schools for Attendants:

Personal Hygiene	8 hours
Behavior and Working Relationships	8 hours
Housekeeping and Home Managements	30 hours
Foods and Cooking	45 hours
Elementary Home Care of the Sick	90 hours
Care of Mother and Newborn Infant after Normal Delivery	10 hours
Care of Children	5 hours
Care of Convalescent, Chronic, and Aged Patients	10 hours
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Total	206 hours

Practical Experience: The student's practice shall be under the guidance of the course director, and very closely supervised in all practice fields. Experience under qualified supervision must be secured in hospitals, or divisions of hospitals, approved by the Board for such a program.

Division of Time: At least nine months' approved experience is required which shall include not less than:

2 months' care of medical patients (confined to care of mildly ill and convalescent patients.)

2 months' care of surgical patients (confined to care of mildly ill and convalescent patients.)

1 month's care of obstetrical patients after normal delivery

1½ months' care of children to include formulae preparation

For men attendants 2½ months' experience in urological nursing to be substituted for obstetrics and pediatrics

½ month diet kitchen

1 month's experience in the care of the aged, chronic patients in the home under supervision of the Visiting Nurse Association, or one additional month in the care of medical, surgical patients

½ month vacation

If experience in the home is provided, it should follow hospital experience and be under the supervision of a Visiting Nurse Association.

Hours of Duty: It is required that the weekly hours of duty shall not exceed forty-four.

CLINICAL FACILITIES

The Board considers as adequate practice fields, institutions or combination of institutions offering experience in the care of subacute, convalescent, and chronic patients in the four basic services required: medical, surgical, obstetric, and pediatric. A school for attendants conducted in a hospital where there are courses offered for professional nurse students shall conduct the school for attendants separate and

apart from the other program offered. A school for attendants may not be set up in an institution conducting a school for professional nurses unless the institution provides for segregation of units in which attendants may secure their preparation and to which student nurses are not simultaneously assigned. Wherever such curriculums are set up in the same institution, provision for adequate experience fields for each group shall be provided. These programs must be submitted to the State Board before implementation.

TEACHING FACILITIES

The Board will accept as a minimum for efficient teaching in all schools for attendants:

1. General Lecture and Class Room
2. Nursing Arts Laboratory with utility room and bathroom
3. Dietetic Laboratory equipped for teaching cooking and preparation of food.
4. Library

All teaching rooms must have ample blackboard space, adequate equipment for their special purposes, good lighting and ventilation. The Board cannot approve a basement location for a teaching unit.

Reference Library: A good reference library is absolutely essential to satisfactory teaching. It is required that it be properly heated and lighted, and equipped with chair and table space for each five persons using it. Recent reference books and current periodicals should be provided for each course in the curriculum. The library shall be accessible between the hours of 8:00 A.M. and 10:00 P.M. A full-time librarian is recommended.

EXAMINATIONS

The Pennsylvania State Board of Nurse Examiners will conduct examinations for Attendants at least once annually. A minimum passing grade of seventy per cent is required.

Failures: Any grade below seventy per cent is regarded as a failure, and the candidate will be required to write a re-examination in order to qualify for licensure. A candidate who has failed in her examination may be admitted to two additional examinations on her original fee.

